

The Board of Commissioners of the Sandwich Park District met for their regular meeting on Wednesday, August 11, 2021 at 6:30 p.m.

**PRESENT:** Board Members: Dan Hoyt, Diane Scents, Roberta Troeger, Clinton Harris, Shaun Legge, and Bill Clemons  
Staff present: Executive Director, Bill Novicki and Board Secretary/Treasurer, Angela Seville

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING:** A motion was made by Diane Scents and seconded by Shaun Legge to open the floor for a Public Hearing for a proposed City-Wide Bikeway and Trail Path as a partnership between the Sandwich Park District and the City of Sandwich at 6:31 p.m.

**ROLL CALL VOTE:**

Dan Hoyt, aye            Diane Scents, aye            Roberta Troeger, aye            Clinton Harris, aye  
Shaun Legge, aye            Bill Clemons, aye  
6 ayes, 0 nays

MOTION CARRIED

A Public Hearing was held for the City-Wide Bikeway and Trail Path as a partnership between the Sandwich Park District and the City of Sandwich for a proposed plan that would become part of a Master Plan for the community.

As there was no one in the audience to give testimony or ask questions, a motion was made by Diane Scents and seconded by Roberta Troeger to close the Public Hearing for the city-wide bikeway and trail path at 6:41 p.m.

**ROLL CALL VOTE:**

Diane Scents, aye            Roberta Troeger, aye            Clinton Harris, aye            Shaun Legge, aye  
Bill Clemons, aye            Dan Hoyt, aye  
6 ayes, 0 nays

MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Diane Scents to approve a comprehensive plan that would become part of a Master Plan for the community between the Sandwich Park District and the City of Sandwich for a city-wide plan for a bikeway and trail path.

**ROLL CALL VOTE:**

Roberta Troeger, aye            Clinton Harris, aye            Shaun Legge, aye            Bill Clemons, aye  
Dan Hoyt, aye            Diane Scents, aye  
6 ayes, 0 nays

MOTION CARRIED

A motion was made by Roberta Troeger and seconded by Diane Scents to amend the previous motion to include a “preliminary” comprehensive plan that would be approved to become part of a Master Plan for the community between the Sandwich Park District and the City of Sandwich for a city-wide plan for a bikeway and trail path.

**ROLL CALL VOTE:**

Clinton Harris, aye            Shaun Legge, aye            Bill Clemons, aye            Dan Hoyt, aye  
Diane Scents, aye            Roberta Troeger, aye  
6 ayes, 0 nays

MOTION CARRIED

**MINUTES:** Copies of the Board Minutes from July 14, 2021 were made available to all the Board Members.

A motion was made by Shaun Legge and seconded by Bill Clemons to accept the minutes of the July 14, 2021 Board meeting as presented.

**ROLL CALL VOTE:**

Shaun Legge, aye                      Bill Clemons, aye                      Dan Hoyt, aye                      Diane Scents, abstain  
Roberta Troeger, aye                      Clinton Harris, aye  
5 ayes, 0 nays, 1 abstain

**MOTION CARRIED**

**CORRESPONDENCE:** Executive Director, Bill Novicki mentioned that one of the maintenance workers received a compliment from a resident on how well the playground cleanup looked. Additionally, the maintenance staff had all received a gift card from a resident as an appreciation of how well all the parks have looked.

A resident was concerned over the safety of children playing on park district equipment located at Memorial Park during a recent SBA tournament and the overflow of parking that had many cars parking on their lot.

**PUBLIC COMMENT:** Commissioner, Clinton Harris noted that a benefit is being planned on September 25th for his granddaughter and will be held downtown; the street will be closed and they would also like to use Veteran's Park. The board and executive director unanimously approved the use of the gazebo at Veteran's Park for the event.

**TREASURER REPORT:** The following ending cash balances for July 31, 2021 were presented.

Corporate	\$ 85,919.76
Recreation	\$ 92,473.16
Paving & Lighting	\$ 13,388.18
Audit	\$ 8,996.54
Liability Insurance	\$ 43,378.27
Social Security	\$ 21,619.89
Unemployment/Workman's Comp	\$ 51,572.64
IMRF	\$ 28,877.78
Special Recreation Fund	\$ 93,109.95
2020 Bond (funds in checking)	\$ 51.81
2020 Bond Debt Service Fund	<u>\$ 61,430.65</u>
	\$500,818.63

**2020 Bond (Capital Projects) in Money Market**                      \$ 623,656.37

A motion was made by Diane Scents and seconded by Clinton Harris to accept the Treasurer's Report as presented subject to audit.

**ROLL CALL VOTE:**

Bill Clemons, aye                      Dan Hoyt, aye                      Diane Scents, aye                      Roberta Troeger, aye  
Clinton Harris, aye                      Shaun Legge, aye  
6 ayes, 0 nays

**MOTION CARRIED**

**BILLS:** The following bills were presented for approval.

Corporate	\$ 18,912.68
Recreation	\$ 27,315.67
Social Security	\$ 1,692.81
IMRF	\$ 1,834.84
Special Recreation Fund	\$ 951.40
2020 Bond-Capital Proj. Fund	\$ 756.25
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	\$ 51,463.65 Total Bills

A motion was made by Diane Scents and seconded by Bill Clemons to accept the bills as presented subject to audit.

**ROLL CALL VOTE:**

Dan Hoyt, aye                      Diane Scents, aye                      Roberta Troeger, aye                      Clinton Harris, aye  
Shaun Legge, aye                      Bill Clemons, aye  
6 ayes, 0 nays

**MOTION CARRIED**

**DIRECTOR'S REPORT:** A copy of the Director's report was made available to all Board Members. Executive Director, Bill Novicki noted registration for fall soccer has been good but fall softball registration has been slower. The recreation software has been available online for the community since early July and we have had a total of 148 households created; 87 households or 59% had set up their online portal on their own. Additional data reports will be presented for future updates. ADA bid opening was last week. Maintenance department had completed adding Fibar to playground equipment. A seasonal employee will be returning to school and has appreciated the opportunity to work for the season.

**COMMITTEE REPORTS:**

**RECREATION:** The meeting scheduled in August was cancelled. A summary report of completed program bottom line budgets and current programs had been presented to the committee. Discussed the upcoming Holiday Lane/Festival of Trees event and the Christmas Light contest.

**BUILDINGS & GROUNDS:** The Committee will be meeting on Thursday, September 2, 2021 at 6:00 p.m. at which time the meeting will then be moved to Milestone Park, Patriots Park and Henderson Park to tour each of those parks.

**FINANCE:** Committee Chair, Shaun Legge reported that a meeting was held prior to the board meeting and reviewed the FY2021/2022 3-month budget.

**CAPITAL DEVELOPMENT:** None

**RISK MANAGEMENT:** None

**LAW AND ORDER/SAFETY:** None

**PERSONNEL:** None

**UNFINISHED BUSINESS:**

Milestone Parking Lot Project: Executive Director, Bill Novicki noted that bid opening will take place on Friday, August 13, 2021 at 10:00 a.m. A special meeting will be held on Monday, August 16, 2021 at 6:00 p.m. to award the contract for the Milestone Parking Lot Project.

Investment Options Update: Treasurer/Board Secretary, Angela Seville updated the board on additional investment options; the Illinois Funds rate at this time remains lower than the regular checking account rate. Since no other investment options would produce a rate greater than that of our checking account, she recommended to leave the funds in the checking account.

**NEW BUSINESS:**

Award of Contract for 2021 ADA Park Improvements: Bid opening for the 2021 ADA Park Improvements Projects took place on Thursday, August 5, 2021. There were 4 bids received and reviewed by the board.

A motion was made by Roberta Troeger and seconded by Diane Scents to award the Base bid and Alternate bids #1 and #2 for the 2021 ADA Park Improvements Project #936 to E. Hoffman Inc., Lombard, IL in the combined amount of \$114,286.00, payable from the Special Recreation Funds. Partial reimbursement will be made once funding becomes available from the State Grant.

**ROLL CALL VOTE:**

Diane Scents, aye	Roberta Troeger, aye	Clinton Harris, aye	Shaun Legge, aye
Bill Clemons, aye	Dan Hoyt, aye		

6 ayes, 0 nays

MOTION CARRIED

Final FY2020/2021 Audit: A motion was made by Diane Scents and seconded by Shaun Legge to approve the final audit for FY2020/2021 completed by the audit firm Illinois NFP Audit & Tax, LLP.

**ROLL CALL VOTE:**

Roberta Troeger, aye	Clinton Harris, aye	Shaun Legge, aye	Bill Clemons, aye
Dan Hoyt, aye	Diane Scents, aye		

6 ayes, 0 nays

MOTION CARRIED

Executive Session: A motion was made by Clinton Harris and seconded by Diane Scents at 7:38 p.m. to suspend the regular order of business and enter into Executive Session 5 ILCS 120/2(c)(1), for the appointment, employment, compensation, discipline, dismissal, performance, or personal status of employees, specific individuals who serve as independent contractors in a park, recreational or educational setting, or specific volunteers of the public body, officers or legal counsel for the park district.

**ROLL CALL VOTE:**

Clinton Harris, aye	Shaun Legge, aye	Bill Clemons, aye	Dan Hoyt, aye
Diane Scents, aye	Roberta Troeger, aye		

6 ayes, 0 nays

MOTION CARRIED

A motion was made by Diane Scents and seconded by Roberta Troeger to exit executive session and return to regular session at 8:47 p.m.

ROLL CALL VOTE:

Shaun Legge, aye                      Bill Clemons, aye                      Dan Hoyt, aye                      Diane Scents, aye  
Roberta Troeger, aye                      Clinton Harris, aye  
6 ayes, 0 nays

MOTION CARRIED

Girls Softball Program: A motion was made by Shaun Legge and seconded by Diane Scents to dissolve the Policy for Committee Established for Capital Planning for the Sandwich Park District Girls Softball Program dated August 8, 2013.

ROLL CALL VOTE:

Bill Clemons, aye                      Dan Hoyt, aye                      Diane Scents, aye                      Roberta Troeger, aye  
Clinton Harris, aye                      Shaun Legge, aye  
6 ayes, 0 nays

MOTION CARRIED

A motion was made by Shaun Legge and seconded by Diane Scents to eliminate the By-Laws of the Sandwich Girls Softball Program dated December 11, 2012.

ROLL CALL VOTE:

Dan Hoyt, aye                      Diane Scents, aye                      Roberta Troeger, aye                      Clinton Harris, aye  
Shaun Legge, aye                      Bill Clemons, aye  
6 ayes, 0 nays

MOTION CARRIED

A motion was made by Shaun Legge and seconded by Diane Scents to divest from the Sandwich Girls Softball Tournament Team, restrict the use of Sandwich Park District Tax ID and insurance with the Sandwich Girls Softball Program having no affiliation with the Park District, but will continue to offer the Sandwich Park District Girls Softball League using Sandwich Park District personnel.

ROLL CALL VOTE:

Diane Scents, aye                      Roberta Troeger, aye                      Clinton Harris, aye                      Shaun Legge, aye  
Bill Clemons, aye                      Dan Hoyt, aye  
6 ayes, 0 nays

MOTION CARRIED

SBA: Sandwich Baseball Association provided a color sample for the siding on the shed and the concession stand floor. SBA would also like to paint the dugouts and concession stand in a matching color to the shed. The roofs on the dugouts will be the same color as the concession stand roof.

A motion was made by Diane Scents and seconded by Clinton Harris to approve the Sandwich Baseball Association suggested Granite Gray siding color for the shed, painting of the dugouts and concession stand, and color of the concession stand floor.

ROLL CALL VOTE:

Roberta Troeger, aye                      Clinton Harris, aye                      Shaun Legge, aye                      Bill Clemons, aye  
Dan Hoyt, aye                      Diane Scents, aye  
6 ayes, 0 nays

MOTION CARRIED

Memorial Park: The maintenance bins at Memorial Park have become a safety hazard and should be taken down and moved to a more secure location. Discussed moving the ball mix bin to Milestone for more convenience.

A motion was made by Clinton Harris and seconded by Diane Scents to remove the maintenance bins at Memorial Park and relocate them to an offsite location.

ROLL CALL VOTE:

Clinton Harris, aye      Shaun Legge, aye      Bill Clemons, aye      Dan Hoyt, aye  
Diane Scents, aye      Roberta Troeger, aye  
6 ayes, 0 nays

MOTION CARRIED

Staffing Plan: Tabled for further discussion.

There being no further business, a motion was made by Diane Scents and seconded by Shaun Legge to adjourn the meeting at 8:58 p.m.

ROLL CALL VOTE:

Shaun Legge, aye      Bill Clemons, aye      Dan Hoyt, aye      Diane Scents, aye  
Roberta Troeger, aye      Clinton Harris, aye  
6 ayes, 0 nays

MOTION CARRIED

The next regular board meeting will be held on September 15, 2021 at 6:30 pm.

Dan Hoyt, President

Angela Seville, Secretary